

## **HOUSING SERVICES MID MICHIGAN BOARD OF DIRECTORS MEETING**

Tuesday, June 9, 2015

Location: MSU Extension Office, Charlotte, MI

Call to Order by President Brown at 2:04 p.m.

**Members Present:** Dar Benjamin, Robert Brown, Janice Land, Nicole Shannon, Sean Cotter, Susan Hoffman, Karen Hathon, Denise Dunn (ex officio).

**Agenda:** The Board moved to accept the agenda as amended to include discussion of bids for windows.

**Minutes:** The Board reviewed the February 2014 and April 2014 minutes. Land moved to accept the minutes. Cotter supported. Motion carried.

**Financial Report:** Brown had a question concerning the division of Section 8 funds. Dunn reviewed it and explained that it would be revised. Land had a question concerning the SSVF funds. Dunn explained that this is a reimbursement grant, so it will be in balance once the reimbursement is received.

Dunn explained that the City of Lansing had proposed providing HSMM with funds during the last Region 7 meeting. Dunn requested \$15,000, but had not yet heard a response. Board moved to accept the financial report.

**Executive Director's Report:** Hoffman asked about the jump in clients from April to May. Dunn explained that "couchsurfers" are often asked to move once the temperatures warm up.

Dunn reviewed the Executive Director's Outcomes Report, specifically discussing the 100% error free rate and potential Medicaid funds for serving homeless clients. Dunn also explained that the Assistant Executive Director, Christie Harry, took the lead in writing a major HUD Grant for housing counseling funds. Both Dunn and Harry attended a Veteran's Fair for client outreach. Dunn reported that HSMM's veteran resources are sufficient to allow our service areas to qualify for "functional zero" status, meaning that there are enough resources to immediately serve any homeless veteran. This means that HSMM can now request to use funds for prevention and Dunn has submitted the application.

**Old Business:** Dunn reported that the Golf Outing realized a profit of \$13,787.64, which is the largest profit ever. Brown observed that it appeared there were more hole sponsors, games, and prizes and that it was a very good event.

**New Business:**

New fundraising idea: Dunn discussed the possibility of a fundraiser with Buffalo Wild Wings. Members of the board discussed concern with the difficulty in convincing people to attend at full price and difficulty in getting attendees to remember to bring the flyers for the event. Cotter has a Buffalo Wild Wings event coming up in the future, and the Board will ask for more information on his event before deciding whether to pursue one of its own.

Policies: Dunn provided the Board with Drug/Alcohol Policy, Code of Conduct, Sexual Harassment Policy, and Internet/Electronic Media/E-mail Policy. Shannon discussed in-kind gifts from clients, such as cookies and other small items. Dunn advised that in those situations they were generally shared by all staff but these occasions are rare. Shannon moved to approve the policies. Benjamin second. Motion carried.

Program Rules: Dunn provided the Board with Shelter Plus Care Rules. Dunn proposed changing the language of item 16 to state that a client “must” be engaged with the Eaton County Counseling Center as opposed to the current language of “should” be. Hoffman and Shannon suggested changing the language of item 12 to “If the client fails to report household members within this time limit it is grounds for immediate termination.” to “If the client fails to report household members within the time required it is grounds for immediate termination. Hoffman moved to change “should” to “must” for item 16 and to change “this time limit” to “the time required” for item 12. Shannon second. Motion carried.

Budget Questions: Dunn explained that the Section 8 accounting was reduced to \$4000 from \$5200 as a result of moving some tasks in-house, eliminating the need to pay a third-party vendor. Dunn also reported that the Barry office budget was higher because it is for a full year rather than pro-rated from last year. Brown asked Dunn about the ratio of direct client dollars on the Veteran’s Grant. Dunn reported that HSMM’s ratio is actually better than VA’s expectations.

Executive Director Annual Review: The Board went into session without Dunn present to discuss her annual review and proposed budget.

Budget final approval: The Board approved 2% raises for staff (Cotter moved, Land second, motion carried); 5% raise for Assistant Executive Director (Land moved, Cotter second, motion carried), 5% bonus to Executive Director (Cotter moved, Brown second, motion carried). The board approved the budget as stated, with the revisions to compensation as noted above. Hoffman moved. Hanlon second. Motion carried.

Windows: Dunn came back to discuss the windows. Dunn explained that HSMM received two bids for windows: Don Keller for \$7,200 and Applegate for \$14,420. A number of board members explained that they had positive experiences with Don Keller. Shannon moved to accept the bid from Don Keller. Hoffman second. Motion carried.

Brown moved to adjourn the meeting at 3:45 p.m. Cotter second. Motion carried.

Next meeting scheduled for Tuesday, August 11, 2015.

Respectfully submitted,

Nicole Shannon